



Anne Cullip
Financial Manager - Sales
P. O. Box 2959
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910-741-1401
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October 23, 1996

Regional Operations Managers

North East Sales Area

Bob Snow - 1110
Rory O'Rourke - 1210
Mark Goodman - 1310
Steve MacLeod - 1610
Rich Mittica - 1710
Tim Gillespie - 1810

Western Sales Area

Ron Schweitzer - 5110
Skip Lanterna - 5410
Larry Harbaugh - 5610
Alan James - 5810

Please copy the attached memo to all KAM's and AM's and any one else who may benefit from the information in your respective region.

If you have any questions, please call.

Thanks and Take Care

Anne Cullip

attachment

Sales		Retail	
1221	_____	1222	_____
1222	_____	1223	_____
1223	_____	1226	_____
1224	_____	1229	_____
1225	_____	ROM	_____
1226	_____	PC	SC
1229	_____	MC	PA
1240	ALL		
1244	ALL	RSM	RBM

4pg. fax
total

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October 21, 1996

Region Operations/Key Account/Account Managers - North East Sales Area
Region Operations/Key Account/Account Managers - Western Sales Area

Subject: Payments to Direct Accounts using Chain Retail Accrual Dollars

Many of the KAMS/AMS in the two areas above have been running retail accrual programs for chain accounts through a direct account. We need to use the following guidelines in making payments to these direct accounts in order for the respective chains' retail accrual fund balance to be properly reflected in the statements.

If you chose to pay the direct account.

Do not pay the direct account through TPS as this will not be reflected on the chains' retail accrual statement.

You must use a manual accounts payable voucher (example attached).

NOTE: The accounts payable voucher is located in F3 Fill-Miscellaneous-Finance
If you do not have the F3 Fill Function, please ask your ROU to send you hard copies of the document to use.

To process the manual accounts payable voucher simply fill in the relevant information.

Use the general ledger code provided on the example.

George: This is the old way of requesting
it. Now it is to be done through
Row. *Reg*

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Send the voucher with a one page summary backup of the documentation to disbursements accounting to the attention of Lynn Armstrong. The fax number is (910)741-0353.

EXT. ~~2554~~ 2554 0128 RICK CORNET

Please copy Kathryn Noxon and me on the fax as we will have to get the retail accrual statements manually adjusted; otherwise the chain retail accrual statement will still not be correct. Kathryn's fax (910)741-0417, mine (910)741-4606.

If the payment exceeds the region managers approval authority, it must come to the AVP to be approved prior to going to disbursements accounting. If it is sent to disbursements without the proper approval authority payment may be delayed because it will be returned to you or it may not be paid at all.

Promotional Dollars Approval Authority	ROM up to \$50,000
	RSM up to \$150,000
	AVP up to \$250,000
	Exec VP \$250,000 and above

If you have previously made payments through TPS to the direct account and wish to have them moved to the chains' retail accrual statement, you need to:

Do a summary of the payments by month.

Include the SIS# of the direct account paid

Include the Chain ID and the relevant SIS # where you wish the monies to be moved.

Send a copy to Kathryn Noxon and me.

If there are questions, please call me.

Thanks for your assistance.

Anne Cullip

attachment

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ACCOUNTS PAYABLE VOUCHER

DATE _____

Today's Date

AMOUNT OF CHECK

VENDOR NUMBER/ACCOUNT NUMBER

ACCOUNT NUMBER Direct Account SIS #

CHECK TO BE DATED

ISSUE CHECK TO:

CHECK TO: Direct Account Address

EXPLANATION

EXPLANATION

X Channy [ID XXXX-XX-XX] ^{SIS # too} has authorized RJR to pay the above Direct Account w/ its retail accrual monies to fund program _____ @ the _____ rate per carton/pack. On brands _____, _____, _____

SPECIAL PAYMENT INFORMATION TO APPEAR ON CHECK STUB

name of program:

MAIL TO - OTHER THAN PAYEE (NAME AND ADDRESS)

IL TO - OTHER THAN PAYEE (NAME AND ADDRESS)

If you want the check to come to you fill this in
Otherwise, leave it blank & the check will go to the Direct Acct.

~~CALL FOR CHECK PICK-UP NAME~~

TEXT:

~~RELATED ARIAC/CA/CONTRACT NO.~~

G/L CODE

OTHER REQ. CODE

AMOUNT

124-41-0110-0000-000

very important

APPROVAL AUTHORITY

REQUESTOR SIGNATURE

1135

Region Op Mgr	up to \$50,000
Region Sales Mgr	up to \$150,000
AVP	up to \$250,000

Your Name

CC: Anne Cullip
Kathryn Noxon

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